

**BOARD OF FIRE COMMISSIONERS
MONTGOMERY TOWNSHIP FIRE DISTRICT NO. 1
35 Belle Mead-Griggstown Road, P.O. Box 130
Belle Mead, N.J. 08502**

Meeting Minutes of September 8, 2020

Call to Order – The regularly scheduled meeting of the Board of Fire Commissioners was called to order at the firehouse at 7:30 p.m. by Commissioner Spohn, following proof of publication in accordance with the Open Public Meetings Act. The Annual Meeting Notice was published in the Courier News (official newspaper of the district) and provided to the Montgomery News and Packet Publications, filed with the municipal clerk, posted at the Montgomery Township municipal building, the Board’s offices and provided to any person requesting same prior to the meeting.

Roll Call – Upon Roll Call the following Commissioners were present: W. Spohn, W. Hyncik, E. Lemon and M. Parise and Ricky Puleio Jr. Also present: QPA W. Newberry, Attorney E. Perkins, Treasurer Lynn Franchino and Chief Jeff Huxley.

Approval of Minutes – The minutes of the August 11, 2020 meeting were presented for approval. It was noted that the minutes did not reflect approval of one JR 205 swivel mount for \$45.00 (from Wireless Electronics, chargeable to Supplies) under approved requisitions. The minutes were amended accordingly.

Motion to approve the amended minutes of the August 11, 2020 board meeting by Commissioner Hyncik; 2nd by Commissioner Parise. Motion passed without objection.

Public Comment – None

Meeting Updates - Emergency Services – No report
Fire Prevention – No report

TREASURER’S REPORT

Monthly Bills/ Financial Statement Review – A copy of the Treasurer’s report, attached hereto and incorporated as part of these minutes, was made available to each Commissioner with a listing and description of bills to be paid.

Administration: Office expenses \$4,680.00; Professional Service Legal \$3,400.00.

Operations: Insurance: \$1,925.00; Maintenance and Repairs: \$7,665.53; Rental charges: \$12,200.00; Supplies \$684.00; Utilities: \$2,111.94; General Operating expenses: \$1,343.75. An additional \$63.93 was added to the General Operating expenses (MTVFC#45 Chief’s Account reimbursement for Lowe’s purchase).

Capital: \$1,104.00

Total Administration, Operations and Capital: \$35,178.15

(Additional detail regarding accounts charged and vendors is contained in the Treasurers Report)

Ms. Franchino reported that the annual Supplemental Fire Services Grant in the amount of \$1,779.50 has been received but not yet deposited. She further noted that the Maintenance and Repair expenses have now exceeded the amount in that line item. A transfer will be required at year end to correct this condition.

RESOLUTION 2020-20 – Payment of Bills

Upon certification that there are sufficient encumbered and unencumbered funds in the 2020 budget to pay the bills as presented, and having designated the accounts to which each should be charged, authorization is granted to pay the bills as set forth in the Treasurer's report in the total amount of \$35,178.15 allocated from the various 2020 operating accounts and capital account.

Motion to approve accept the Treasurer's report and approve payment of the bills by Commissioner Hyncik, 2nd Puleio: Resolution Ayes: Spohn, Hyncik, Lemon, Parise and Puleio. Nays: None

Abstention noted for Chairman Spohn for limited items pursuant to annual notice.

PURCHASING OFFICER'S REPORT

QPA Newberry reported that he had received an updated quote for the weather station the amount of \$1,494.72. This will be charged to the general operations account.

At the request of the Chief, quotes have been obtained for the purchase of four ARC bags in the amount of \$632.87 and four PROTEC helmets in the amount of \$1,568.00. A quote had not yet been received from Bound Tree for safety vests. These purchases will be held until the October meeting to include additional items from Squad 46.

The thermal imaging camera has not yet been delivered. The TFT valve that was received was the wrong size and will be returned. The water cans have been ordered but not received.

The Chief requested the purchase of four new sets of gear for three new volunteers and to replace expired gear on a fourth member. The gear is available under State

contract from New Jersey Fire Equipment Co. in the amount of \$17,368.40. Commissioner Hyncik moved to approve the purchase of the four sets of gear, second by Commissioner Lemon. The BOFC unanimously approved the purchase.

NEW BUSINESS

Chairman Spohn noted that the Chief had reported medical concerns with one member at two different fire scenes. The member will be referred to Access Health for evaluation.

It was noted that Federal regulations require any drone operated by the fire company must have an FAA license. This also raises insurance issues. A number of alternatives were discussed including the use of a tethered drone and the possibility of soliciting a member who might be interested in obtaining the necessary license. The Chief will continue to research options.

OLD BUSINESS

Audit: All the necessary documentation is in the possession of the auditor. The document will hopefully be available for the October meeting.

Website Hosting: The existing hosting license is expiring. A new five-year agreement has been executed with GoDaddy.

Email Accounts: Chairman Spohn reported that BOFC email accounts have now been set up for all commissioners and professionals. All BOFC should be conducted on these accounts.

Member Drivers Abstracts: Chairman Spohn indicated that copies of all member abstracts will be reviewed to ensure that they are in good standing.

Background Check Policy – Review with company members continues.

Gear Washer/Dryer – Continuing review of options.

New Aerial Apparatus – Covid issues with the operation of the State Division of Motor Vehicles have made registration impossible. Efforts will continue.

Rescue Task Force – No action since the last meeting given the priority of the Covid virus response.

Weight Room – Commissioner Parise reported on the on-going discussions. Proposals will now be submitted to the fire company. It was noted that equipment could be purchased as individual pieces rather than a complete package. No

recommendation has yet been developed with regard to the use of a personal trainer.

CHIEF'S REPORT – Chief Huxley reported that there were 27 calls in the month of August. Activities for the month included truck/equipment checks, a debriefing on the fires at Reckitt Benckiser and the Bloomfield apartments, a pump drill and extrication tool review.

The Chief requested reimbursement to the Chief's account for food Just Subs \$97.70; hand sanitizer Lowes \$63.93; fire tape and smoke detector smoke Amazon \$188.11 and floor liners for Car 45-1 Weather Tech \$136.42.

A motion to approve the requested reimbursement was made by Commissioner Hyncik, seconded by Commissioner Lemon and approved by a unanimous vote.

Engineers Report

T45: The engine fault code could not be confirmed by Fire and Safety Services. F&SS will continue to research. An air leak on the rear air bottle was repaired and a cracked ignition switch was replaced.

E45-3: The air-conditioning on the apparatus has been repaired.

R45: Awaiting TASC to schedule replacement of the OOS hydraulic high-pressure line.

E45-2: Equipment to be serviced when TASC performs the R45 repair.

The undercoating of all apparatus by MILSPRAY approved at the August meeting is pending scheduling.

Commissioner Lemon presented two quotes from Red Line Fabrication & Machine for work to be performed on T45 (\$2,630.00) and Marine 45 trailer (\$5,539.87)

Commissioner Hyncik moved approval of the Engineers requests; Commissioner Pulieo seconded the motion which was then unanimously approved.

2021 Budget:

Chairman Spohn reviewed the new DCA budget process for the FY 2021 year. The budget will be submitted electronically this year by the BOFC Treasurer. A new registration process has been set up to allow the Treasurer and Clerk to access the new system. Commissioner Parise will proceed to set up the necessary accounts. Confirmation of the district ratables has been delayed until October 15th.

A special meeting will be held before December to approve capital projects. The list will include the purchase of a new utility truck estimated at \$100,000. Possible other projects include the laundry remediation system at \$30,000 and replacement of the generator at \$75,000 to \$100,000.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 9:05 p.m. The next regularly scheduled meeting of the Board will be held on Tuesday, October 13, 2020 at 7:30 p.m.